

Court Appointed Special Advocates of New Jersey

945 West State Street, Trenton, NJ 08618

www.casaofnj.org



POSITION AVAILABLE- AmeriCorps VISTA Marketing and Communications Coordinator
CONTACT for questions – VISTA Project Sponsor Peter Cerra at 609-695-9400 or peter@casaofnj.org

SALARY – \$17,712 living allowance and can elect to receive up to \$5,550 Education Award or a \$3,000 cash stipend upon completion of your term of service (12 months). Modest health benefits and childcare are also provided. This is a 12-month, full-time commitment.

Are you an AmeriCorps VISTA seeking to continue in service while developing your leadership and interpersonal skills? Do you value the role service plays in your life? Are you interested in child advocacy, the court system, foster care, or family services? Apply to be a VISTA Leader with Court Appointed Special Advocates' VISTA Project!

The VISTA Leader will provide support to CASA of New Jersey in the following areas: Recruiting, training, supporting, retaining VISTA members in this statewide project; provide quality assurance support through member evaluations and monthly reports; contribute to project sustainability; and other duties as assigned.

Primary Responsibilities will be to:

- Recruit and retain VISTA Members
- Provide leadership, assistance, and training to the VISTA Members
- Organize and facilitate monthly Member meetings
- Coordinate events for VISTA group, such as Martin Luther King, Jr. Day of Service and Life After VISTA Day
- Recruit subject-matter experts to train VISTAs on public speaking, social media, and other skills
- Assist with the development and delivery of On-Site Orientation Training for new VISTAs
- Represent CASA of New Jersey at various meetings, as required
- Collect, collate, and review monthly VISTA Progress Reports and Evaluations
- Prepare and distribute monthly reports re: status of Project
- Troubleshoot and help resolve issues/challenges faced by VISTA Members
- Ensure smooth transitions between outgoing and incoming VISTA Members

QUALIFICATIONS

Applicants must have completed one year of service with AmeriCorps VISTA to be eligible for this position. A VISTA Leader should have a commitment to community service and demonstrate strong leadership, communication, and writing skills. This position begins towards the end of November 2012.

APPLY ONLINE AT <https://my.americorps.gov/mp/listing/viewListing.do?id=46566>.

Court Appointed Special Advocates (CASA) of New Jersey, a non-profit organization, supports a statewide network of local, community-based CASA programs through which trained volunteers advocate for the best interests of children who have been removed from their families because of abuse or neglect. CASA of New Jersey provides support primarily through funding, training, public education, and technical assistance. For more information, visit www.casaofnj.org.